

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des soumissions -**  
**TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage , Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**  
**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Science Procurement Directorate/Direction de  
l'acquisition de travaux scientifiques  
11C1, Phase III  
Place du Portage  
11 Laurier St. / 11, rue Laurier  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Laboratory Analysis of Water	
<b>Solicitation No. - N° de l'invitation</b> 21120-115473/A	<b>Amendment No. - N° modif.</b> 004
<b>Client Reference No. - N° de référence du client</b> 21120-115473	<b>Date</b> 2013-02-26
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$Q-054-25313	
<b>File No. - N° de dossier</b> 054sq.21120-115473	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-03-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Bootsma, Lena	<b>Buyer Id - Id de l'acheteur</b> 054sq
<b>Telephone No. - N° de téléphone</b> (819) 956-1751 ( )	<b>FAX No. - N° de FAX</b> (819) 997-2229
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**This Solicitation Amendment is raised to extend the closing date, to revise the RFP and to add Questions and Answers to Attachment 3. Previous answers to questions raised under Amendments 1 and 2 pertaining to the following changes to the RFP are no longer valid and are therefore superceded by the following. The following table is a summary of the effected changes and where they were made in the RFP.**

Change	Where in RFP	Reason
Remove requirement for laboratory(ies) to be located within the Region.	Annex A, Requirement, Article 5.0 Scope  Attachment 1, Mandatory Technical Criteria	As the Laboratory accreditation covers the requirement for the Contractor to only use laboratories that employ proper handling and transportation (including hold times) of the samples, the laboratory(ies) used to perform the work can be located outside the Region.
Change the transit time requirement for Service 1A samples to time requirement for beginning of analysis.	Annex A, Requirement, Article 6.2 Analytical Testing	To avoid unpredictable changes in the bacterial flora of the sample, examination should be started as soon as possible after collection. Ideally, the interval between collection of the sample and the beginning of its examination should not exceed 24 hours, and analysis within 8 hours is recognized as the preferred time interval (Bartram and Rees, 2000; APHA et al., 2005). In remote areas, up to 48 hours may be an acceptable time interval; however, the implications of the extended holding time should be discussed with the responsible authorities.
Allow samples to be shipped to the laboratory location performing the testing that is other than the Service Centre if it is closer in proximity to the Institution.	Annex A, Requirement, Article 8.0 Service Centre and Client Representative	The Technical Authority agrees, and as such the Requirement is revised to reflect this change. This information that can be used for estimation purposes of shipping costs in the firm price. Any other conditions whereby the Contractor wants to ship to a location other than the Service Centre must have prior written approval by the Technical Authority.
Add requirement for a kick-off meeting.	Annex A, Requirement, Article 12.0 Kick-off Meeting	This kick-off meeting is considered necessary for the Contractor and the Technical Authority to discuss the logistics of the requirement.
Change requirement for former Service Package 1D8 (now 1D9) and twelve (12) Analysis Parameters in 1D6 from mandatory to desirable.	Part 4, Evaluation Procedures and Basis of Selection  Appendix II to Annex A, Service Packages and Analysis Parameters  Appendix III to Annex A, Estimated Annual Utilization  Annex B, Basis of Payment  Attachment 1, Mandatory Technical Criteria  Attachment 2, Financial Bid Presentation Sheets	Upon further review of operational requirements, CSC has determined that these are no longer mandatory. If a bidder wishes to submit a bid for this service, the bid will be evaluated in accordance with the Mandatory Technical Criteria and selection will be based on the lowest evaluated price for the responsive bid for the mandatory Wastewater Services.
Clarify what is required for the Bidder to	Attachment 1, Mandatory Technical Criteria.	Clarification is provided.

demonstrate for their assigned Client Representative		
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## 1) Page 1 of 64

Delete: Solicitation Closes on 2013-02-28

Insert: Solicitation Closes on 2013-03-20

## 2) Part 4 - Evaluation Procedures and Basis of Selection

Delete: in its entirety

Insert: Part 4 (revised) - Evaluation Procedures and Basis of Selection

## 3) Annex A, Requirement

Delete: In its entirety

Insert: Annex A (revised), Requirement

## 4) Annex B, Basis of Payment,

Delete: In its entirety

Insert: Annex B (revised), Basis of Payment

## 5) Attachment 1, Mandatory Technical Criteria,

Delete: in its entirety

Insert: Attachment 1 (revised), Mandatory Technical Criteria

## 6) Attachment 2, Financial Bid Presentation Sheets

Delete: in its entirety

Insert: Attachment 2 (revised), Financial Bid Presentation Sheets

## 7) Attachment 3, Solicitation Questions (Q) and Answers (A)

Insert: the following:

Q30: Concerning the matter of all samples in a region being directed to a single service centre as noted in Annex C, page 46 of 64. If a bidder has multiple laboratories within a region, and one of the laboratories was closer in proximity to a correctional facility than the service centre for the region, would it be acceptable for the samples to be analyzed by the closer lab (rather than the service centre), if all the RFP requirements concerning accreditation and methods were met?

A30: This amendment revises Annex A, Requirement, Article 8.0, Service Centre and Client Representative to allow for this.

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- Q31: I would like to confirm Attachment 1, M3 (page 52 of 64). The scope of work requested is not entirely performed at my location, I would need to rely on my fellow location in another Region. Reading this section it would indicate that my bid would fail as it does not meet this criteria, am I correct?
- A31: This amendment revises the RFP to allow laboratories performing the Work to be located outside the Region.
- Q32: In 6.1(e), the RFP specifies that shipping services for weekly pick-up of samples are to be covered by the laboratory. In other clauses, and the Price-per-Services Schedules, it is stated that such costs must be integrated in the test price, such that only one unit cost is used for tests within a Region. In practical terms, this is difficult in some cases due to the disparity in shipping costs between facilities, sometime this can mean that the cost of shipping is in fact higher than the total analysis cost of samples shipped. In those cases, this would be more easily managed using a separate line item for transportation costs. Please comment if a bid will be considered compliant if in specific circumstances, it used a separate line item for facility-to-lab sample transportation costs.
- A32: As per Part 3, Bid Preparation Instruction, Section II, Financial Bid, 1.1 (a), "Bidders must provide one firm, all inclusive price per Service Package..... failure to do so will result in the bid being declared non-responsive and given no further consideration."
- Q33: In wastewater analysis, page 37: alkylphenol ethoxylates are done at our location outside the Region. Can we subcontract to our location outside the Region?
- A33: Same answer as A31above.
- Q34: Regarding A1 to Q1 from Solicitation Amendment 001. Based on this Q & A, if a Bidder does not have a lab within a Region that can test for one or more analysis parameters, they must get a subcontractor within the Region to perform the testing of those analysis parameters, they cannot use their lab in another region to perform the analysis. Why is this mandatory requirement in place?
- A34: Same answer as A31above.
- .

## PART 4 (revised) - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Each Region will be evaluated separately and within each Region, Drinking Water Services (Service 1A and Service 1B) and Wastewater Services (Service 1C and Service 1D) will be evaluated separately.

#### 1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

##### 1.1.1 Mandatory Technical Criteria

Refer to Attachment 1, Mandatory Technical Criteria.

#### 1.2 Financial Evaluation

##### 1.2.1 Mandatory Financial Criteria

Bidder's must submit their financial bid in accordance with Part 3, Bid Preparation Instructions, Section II: Financial Bid.

##### 1.2.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

For evaluation purposes only, the price of the bid will be determined as detailed in Attachment 2, Financial Presentation Sheet.

### 2. Basis of Selection

#### 2.1 Basis of Selection - Lowest Evaluated Price

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

If the same Bidder is recommended for award of a contract to perform the testing services for both Drinking Water Services and Wastewater Services or to perform testing services for more than one (1) Region, one (1) contract will be issued to that Bidder representing the applicable Services and Regions,

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which will be indicated in Annex C, Contractor Service Centre and Laboratory Facilities, of the resulting contract.

If the Bidder that is recommended for award of a contract to perform the testing services for Wastewater Services, Requirement 2A, included a responsive bid for the Desirable Wastewater Services, Requirement 2B, the contract will include both Requirement 2A and 2B.

## **ANNEX A (revised) REQUIREMENT**

### **1.0 Title**

Chemical / physical, and microbiological analysis of drinking water and wastewater.

### **2.0 Background**

Correctional Service Canada (CSC) is the federal government department responsible for carrying out sentences imposed by courts through the safe and humane custody and supervision of offenders and assisting in the rehabilitation of offenders and their reintegration into the community as law-abiding citizens.

While carrying out its mandate, CSC must ensure operations at correctional institutions across Canada conform to applicable environmental and health regulations, guidelines and limits. With respect to drinking water, CSC is responsible under the Canada Labour Code to ensure the provision of safe drinking water in all institutions. In order to do this, CSC staff regularly collects drinking water samples for analysis to ensure compliance with the Guidelines for Canadian Drinking Water Quality. Similarly with wastewater, CSC must ensure wastewater effluent discharges at correctional institutions that treat wastewater on site meet, as a minimum, federal discharge guidelines or regulations, or more stringent provincial or municipal local discharge limits, and as such staff collects wastewater samples for analysis on a regular basis.

### **3.0 Objective**

Correctional Service Canada requires the provision of commercial testing laboratory services to evaluate the Drinking Water and Wastewater quality of Correctional Institutions across Canada, as listed in Appendix I to Annex A by the five (5) Regions: Atlantic (New Brunswick and Nova Scotia), Quebec, Ontario, Prairie (Manitoba, Saskatchewan, and Alberta), and Pacific (British Columbia). There are two Services for the testing of Analysis Parameters as detailed in Appendix II to Annex A, Service Packages and Analysis Parameters. The estimated annual utilization for these Services per Institution is detailed in Appendix III to Annex A. These Services are:

(1) Drinking Water Services , which includes:

Service 1A – Drinking Water Microbiological

Service 1B – Drinking Water Chemical-Physical

(2) Wastewater Services , which includes:

Service 1C – Wastewater Microbiological

Service 1D – Wastewater Chemical-Physical

### **4.0 Relevant Information / Material**

The most recent version of the following information or material applies to and forms part of the work :

- Standard Council of Canada (SCC) - <http://palcan.scc.ca/SpecsSearch/GLSearchForm.do?language=en>
- Canadian Association for Laboratory Accreditation (CALA) - <http://67.22.232.63/search.php?wld=s>

- Accreditation bodies recognized under Mutual Recognition Arrangements from Programme d'accréditation des laboratoires d'analyse (PALA) from the Province of Québec - <http://www.ceaeq.gouv.qc.ca/accreditation/PALA/Ila01.htm>  
[http://www.ceaeq.gouv.qc.ca/documents/publications/listes.htm#labo\\_accr](http://www.ceaeq.gouv.qc.ca/documents/publications/listes.htm#labo_accr)
- Canada Labour Code (Section 125 (1)(j) in Part II )  
(<http://laws-lois.justice.gc.ca/eng/acts/L-2/page-53.html>)
- Guidelines for Canadian Drinking Water Quality  
(<http://www.hc-sc.gc.ca/ewh-semt/water-eau/drink-potab/guide/index-eng.php>)
- Standard Methods for the Examination of Water & Wastewater (<http://www.standardmethods.org/>)
- Methods of the United States Environmental Protection Agency  
([http://water.epa.gov/scitech/drinkingwater/labcert/methods\\_index.cfm](http://water.epa.gov/scitech/drinkingwater/labcert/methods_index.cfm))

#### Provincial Regulations/Guidelines:

- Nova Scotia– <http://www.gov.ns.ca/nse/water/waterquality.asp>
- New Brunswick  
  
[http://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy\\_environments/content/drinking\\_water\\_guidelines.html](http://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/drinking_water_guidelines.html)
- Quebec - <http://www.mddep.gouv.qc.ca/eau/potable/brochure-en/index.htm>
- Ontario - [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_030169\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_030169_e.htm)
- Manitoba – <http://www.gov.mb.ca/waterstewardship/odw/reg-info/acts-regis/index.html>
- Saskatchewan – [www.saskwater.com/WhatWeDo/pdfs/Drinking%20Water%20Standards.pdf](http://www.saskwater.com/WhatWeDo/pdfs/Drinking%20Water%20Standards.pdf)
- Alberta – <http://environment.alberta.ca/01220.html>
- British Columbia - <http://www.crd.bc.ca/water/waterquality/regulations.htm>

## 5.0 Scope

On an as and when requested basis, the Contractor must provide chemical, physical and microbiological analytical testing services of drinking water and wastewater samples for the Analysis Parameters as identified in Appendix II to Annex A, Service Packages and Analysis Parameters, for all institutions within each Region, as applicable to the Contract. The Contractor must perform the analytical testing in accordance with the most recent version of the Standard Methods for the Examination of Water & Wastewater, approved methods of the United States Environmental Protection Agency (US EPA), or Provincial analytical methodology applicable to the Province from which the sample is derived.

The Service Centre(s) (refer to Article 8.0) performing the Work must be located within the same Region as the Institution(s). The Laboratory(ies) performing the Work must have and maintain throughout the period of the contract valid accreditation as a Testing Laboratory from an acceptable accreditation body. For Laboratories located in the Province of Quebec, licensing or approval as a Testing Laboratory from the Provincial body is also acceptable. The methods used to perform the analytical testing must be included under the Scope of Accreditation of the Laboratory performing the work. For Laboratories located in the Province of Quebec, licensing or approval of the methods by the Provincial body is also acceptable. Acceptable accreditation bodies are: the Canadian Association for Laboratory Accreditation (CALA), the Standards Council of Canada (SCC) or the Programme d'accréditation des laboratoires d'analyse (PALA) from the Province of Québec.



## 6.0 Tasks/Technical Specifications

### 6.1 Equipment and Supplies

The Contractor must supply all the equipment, supplies and services required to carry out the Work of a Task Authorization for analytical testing issued for any and all institutions within each applicable Region, including but not limited to that listed below. The supply of equipment, supplies and services will not be included as a line item on a Task Authorization and the associated costs must be included in the all-inclusive price of the testing.

- a) sample containers in accordance with the analytical methods for the analysis requested, containing the appropriate preservatives as applicable;
- b) shipping coolers, ice packs, labels, chain-of-custody forms (paper and electronic format);
- c) sampling instructions;
- d) instruction on sample quantity required;
- e) shipping services for the monthly delivery of sample containers and supplies to the location(s) specified in the Task Authorization, and for the weekly pick-up of samples for shipment to the laboratory for analysis. Scheduled pick-up must not be earlier than 10am. There may be occasions where additional delivery and pick-up will be required.

### 6.2 Analytical Testing

The Contractor's Laboratory must be able to receive samples during normal business hours (Monday through Friday 9am-5pm). The Contractor must ensure that the analysis of all samples for Service 1A, Drinking Water Microbiological, begins within 24 hours of sample collection, or within 48 hours for samples from Port Cartier Institution in the Quebec Region due to its remote location, in accordance with Health Canada requirements as per the approved consultation document awaiting final publication found at <http://www.hc-sc.gc.ca/ewh-semt/consult/2011/coliform/draft-ebauche-eng.php>: "To avoid unpredictable changes in the bacterial flora of the sample, examination should be started as soon as possible after collection....Ideally, the interval between collection of the sample and the beginning of its examination should not exceed 24 hours, and analysis within 8 hours is recognized as the preferred time interval (Bartram and Rees, 2000; APHA et al., 2005). In remote areas, up to 48 hours may be an acceptable time interval." The temperature of microbiological samples must be below 10°Celsius, but not frozen, when they arrive at the laboratory. Each sample will have a unique alpha numeric identification number assigned to it by CSC. The samples will be accompanied by the Chain-of-Custody (CofC) form originally provided by the Contractor.

Any laboratory that receives microbiological samples after 24 hours (48 hours for Port-Cartier) from the time of sample collection (as identified on the CofC form) or above 10° Celsius or frozen, must notify the CSC Technical Authority representative identified on the CofC form by phone within one hour of receipt. Any cost resulting from retesting that is required as a result of damage or adulteration to samples after pick-up will be the responsibility of the Contractor.

The Contractor must perform analytical testing of the samples for the Analysis Parameters requested.

**For the analytical testing of the Analysis Parameters requested the Contractor must:**

- 
- a) Store samples upon receipt in accordance with the analytical method for the analysis requested.
  - b) Perform the requested analysis within the turnaround time detailed at Section 6.3, and using the methodology prescribed in the most recent version of the Standard Methods for the Examination of Water & Wastewater, approved US EPA methodology, or applicable Provincial analytical methodology;
  - c) Use units of CFU/100mL for reporting Microbiological analysis of Service Packages 1A1, 1C1 and 1C2. Use units of CFU/mL for Microbiological analysis of Service Package 1A2;
  - d) Perform Service 1B, Drinking Water Chemical/Physical with practical quantitation limits below the parameter guideline listed in the most recent version of the Guidelines for Canadian Drinking Water Quality;
  - e) Upload the Results Report within the turnaround time and format detailed at Section 6.3;
  - f) Provide the Certificate of Analysis when requested.

### 6.3 Turnaround Time and Reporting

The Laboratory must complete the analytical testing and deliver the results of analysis within the prescribed time and format indicated in the table below. There may be occasions where the Laboratory will be requested to provide rush analysis and reporting on a set of samples for Service 1A, Drinking Water Microbiological, beyond what is indicated in the table.

**Rush** – Begin analysis upon receipt of samples, within one (1) hour.

**Adverse Results** – Results that do not conform to the Canadian Drinking Water Quality Guidelines.

**Working Days** = Weekdays, Monday through Friday.

#### Results Report –

The Contractor must upload the Results Report electronically through the world-wide web to CSC's web-based database using a text file format. Any infrastructure required to achieve the aforementioned capability is at the cost of the Contractor. CSC will make arrangements with the web-based database provider to contact the Contractor with instructions for the upload of the Results Report. At a minimum, the Results Report must contain the information from the Chain-of-Custody form and the information regarding the results of analysis for the following fields in separate columns:

- i. Sample collection date
- ii. Sample collection time
- iii. Sample receipt date
- iv. Sample receipt time
- v. Sample Point ID
- vi. Analysis Parameter
- vii. Analysis Result

- viii. Analysis Units
- ix. Analysis Method
- x. Date Analyzed
- xi. Method Detection Limit
- xii. Lab Remarks
- xiii. Sample Comments from Chain of Custody
- xiv. Sample Collector Name
- xv. Chlorine Residual

Service	1A: Drinking Water Microbiological	1B: Drinking Water Chemical-Physical	1C: Wastewater Microbiological	1D: Wastewater Chemical-Physical
Analysis Turnaround Time	Within 24 hours of sample receipt	As specified by the analytical method	As specified by the analytical method	
Reporting Turnaround Time	Adverse Results or Rush analysis – within one (1) hour of analysis completion			
	Non-Adverse Results – within 5 working days of analysis completion		Within 10 working days of analysis completion	
Reporting Format	All Adverse Results or Rush analysis must be reported to the CSC representative on the Chain-of-Custody form by phone within one hour of analysis completion with a follow-up email. Upload of Results Report to web- based database within 5 working days.		Upload of Results Report to web-based database	
	Non-Adverse Results – upload of Results Report to web-based database			

## 7.0 Deliverables

The Contractor must deliver the results of analysis for the Analysis Parameters as and when requested, in accordance with Section 6.3.

## 8.0 Service Centre and Client Representative

The Contractor must assign one Service Centre, which may or may not be a laboratory, in each Region it is required to perform the Work for the purposes of receiving Task Authorizations, receiving samples from any and all Institution(s) within the Region, answering enquiries related to the Work, and invoicing. If the Laboratory performing the Work is closer in proximity to the Institution than the Service Centre, the Contractor may have the applicable sample(s) shipped to that laboratory instead of to the Service Centre. Any other conditions whereby the Contractor wants to ship to a location other than the Service Centre must have prior written approval by the Technical Authority. The Contractor must assign a Client Representative at the Service Centre for the CSC account as the main point of contact. This person must have a strong background knowledge of analytical laboratory operations and an in-depth understanding of

client needs, as proven by a minimum of 5 years experience in the laboratory testing field within the past 10 years, in the role of interfacing between the lab and the client, acting as the prime contact to resolve problems and provide clarifications to client enquiries.

## 9.0 Language

The Contractor must be able to correspond with Correctional Service Canada in both official languages if their laboratory is located in a Bilingual Region of Canada. The List of Bilingual Regions of Canada for Language-of-Work Purposes is found at the following internet address:

[http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/offlang/chap5\\_101-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/offlang/chap5_101-eng.asp)

If the Contractor's laboratory is not located in a Bilingual Region of Canada, correspondence may be in either official language. The language of correspondence will be defined in the Task Authorization to the Contractor.

## 10.0 Shipping and sample pick up

Shipping and sample pick up and all associated costs are the Contractor's responsibility.

## 11.0 CSC Responsibilities

It is the responsibility of CSC to:

- a) provide a list of the analysis and number of samples to be collected in order for the Contractor to ship the appropriate number and type of sampling supplies (such as bottles, coolers, ice packs);
- b) store the supplies provided by the Contractor in a manner that will maintain their integrity for use;
- c) collect the samples using the appropriate containers provided by the Contractor in accordance with the analytical methods for the analysis requested;
- d) package samples with the appropriate shipping coolers, ice packs, labels, and chain-of-custody form for return shipment to the Contractor's laboratory;
- e) collect the Drinking Water Microbiological samples no greater than four (4) hours before scheduled pick-up;
- f) make arrangements with the web-based database provider to contact the Contractor with instructions for the upload of the Results Report;

## 12.0 Kick-off Meeting

Before the Contractor commences the Work, a Kick-Off meeting will be held by teleconference between the Contractor and the Crown. The requirements for a Kick-Off Meeting are:

- a) Purpose: the Kick-Off Meeting will provide an opportunity for the Contractor representatives, the Technical Authority, and the Contracting Authority to be introduced to each other. The meeting may be a forum to discuss logistics of the Work and answer any questions before the Work of the contract begins.

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- b) Conduct: the meeting will be chaired by the Technical Authority. Issues and questions to be addressed at the Kick-Off Meeting must be submitted by the Contractor to the Technical Authority no later than the fifth working day prior to the meeting.
  - c) Timing: the meeting date will be by agreement between the Contractor and the Technical Authority, preferably within 15 working days of contract award.
  - d) Participants: as a minimum the Contractor shall be represented at the Kick-Off Meeting by the Contractor's contact for administration of the contract and by the Client Representative from the Service Centre.

## Appendix I to Annex A Correctional Institutions

Atlantic Region	
Nova Institution for Women	180 James Street, Truro, NS B2N 6R8
Springhill Institution	330 McGee Street, Springhill, NS B0M 1X0
Atlantic Institution	13175 Route 8, Renous, NB E9E 2E1
Dorchester Penitentiary and Westmorland Institution	4902 Main Street, Dorchester, NB E4K 2Y9
Quebec Region	
Montée Saint-Francois Institution and Leclerc Institution and Federal Training Centre	600 Montée Saint-Francois, Laval, QC H7C 1S5 400 Montée Saint-Francois, Laval, QC H7C 1S7 6099 Lévesque Boulevard E, Laval, QC H7C 1P1
Cowansville Institution	400 Fordyce Avenue, Cowansville, QC J2K 3G6
Donnacona Institution	1537 Highway 138, Donnacona, QC G3M 1C9
Drummond Institution	2025 Jean-de-Brebeuf Blvd., Drummondville, QC J2B 7Z6
Joliette Institution	400 Marsolais Street, Joliette, QC J6E 8V4
La Macaza Institution	321 Chemin de l'Aéroport, La Macaza, QC J0T 1R0
Port-Cartier Institution	Chemin de l'Aéroport, Port-Cartier, QC G5B 2W2
Sainte-Anne-des-Plaines Institution and Archambault Institution and Regional Reception Centre	244 Montée Gagnon, Sainte-Anne-des-Plaines, QC J0N 1H0 242 Montée Gagnon, Sainte-Anne-des-Plaines, QC J0N 1H0 246 Montée Gagnon, Sainte-Anne-des-Plaines, QC J0N 1H0
Ontario Region	
Bath Institution and Millhaven Institution	5775 Bath Rd. PO Box 1500, Bath, ON K0H 1G0 Highway 33, PO Box 280, Bath, ON K0H 1G0
Beaver Creek Institution and Fenbrook Institution	PO Box 1240 Gravenhurst, ON P1P 1W9 2000 Beaver Creek Dr., PO Box 5000, Gravenhurst, ON P1P 1Y2
Collins Bay Institution and Frontenac Institution	1455 Bath Rd, PO Box 190, Kingston, ON K7L 4V9 1455 Bath Rd, PO Box 7500, Kingston, ON K7L 5E6
Grand Valley Institution for Women	1575 Homer Watson Blvd., Kitchener, ON N2P 2C5
Joyceville Institution and Pittsburgh Institution	Highway 15, PO Box 880, Kingston, ON K7L 4X9 Highway 15, No. 3766, PO Box 4510, Kingston, ON K7L 5E5
Kingston Penitentiary and Regional Treatment Centre	560 King Street West, PO Box 22, Kingston, ON K7L 4V7 560 King Street West, PO Box 22, Kingston, ON K7L 4V7
Warkworth Institution	County Road #29, PO Box 760 Campbellford, ON K0L 1L0
Prairie Region	
Bowden Institution	Highway #2, PO Box 6000, Innisfail, AB T4G 1V1
Drumheller Institution	Highway #9, PO Box 3000, Drumheller, AB T0J 0Y0
Edmonton Institution for Women	11151-178th Street, Edmonton, AB T5S 2H9
Edmonton Institution	21611 Meridian Street, Edmonton, AB T5J 3H7
Grande Cache Institution	Hoppe Avenue, Bag 4000, Grande Cache, AB T0E 0Y0

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Grierson Centre	9530-101st Avenue, Edmonton, AB T5H 0B3
Okimaw Ohci Healing Lodge	PO Box 1929, Maple Creek, SK S0N 1N0
Pê Sâkâstêw Centre	Highway #2A, PO Box 1500, Hobbema, AB T0C 1N0
Regional Psychiatric Centre	2520 Central Avenue N, PO Box 9243, Saskatoon, SK S7K 3X5
Riverbend Institution and Saskatchewan Penitentiary	15th Street W, PO Box 850, Prince Albert, SK S6V 5S4 15th Street W, PO Box 160, Prince Albert, SK S6V 5R6
Rockwood Institution and Stony Mountain Institution	Highway #7, PO Box 72, Stony Mountain, MB R0C 3A0 Highway #7, PO Box 4500, Winnipeg, MB R3C 3W8
Willow Cree Healing Centre	PO Box 520, Duck Lake, SK S0K 1J0
<b>Pacific Region</b>	
Kent Institution and Mountain Institution	4732 Cemetery Rd., PO Box 1500, Agassiz, BC V0M 1A0 4732 Cemetery Rd., PO Box 1600, Agassiz, BC V0M 1A0
Kwikwêxwelhp Healing Village	Harrison Mills, BC (off Morris Valley Rd) V0M 1L0
Matsqui Institution and Fraser Valley Institution for Women and Pacific Institution/Regional Treatment Centre	33344 King Rd., PO Box 2500, Abbotsford, BC V2S 4P3 33344 King Rd., Abbotsford, BC V2S 6J5 33344 King Rd., PO Box 3000, Abbotsford, BC V2S 4P4
Mission Institution and Ferndale Institution	8751 Stave Lake St., PO Box 60, Mission, BC V2V 4L8 33737 Dewdney Trunk Rd., PO Box 50, Mission, BC V2V 4L8
William Head Institution	6000 William Head Rd., Victoria, BC V9C 0B5

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## Appendix II to Annex A (revised) Service Packages and Analysis Parameters

<b>Requirement 1)</b>							
<b>Drinking Water Services</b>							
<b>Service 1A: Drinking Water - Microbiological Service Packages and Analysis Parameters</b>							
<b>1A1 - EC&amp;TC</b>							
1	E.Coli (EC)	2	Total Coliform (TC)				
<b>1A2 - HPC</b>							
1	Heterotrophic Plate Count (HPC)						
<b>Service 1B: Drinking Water - Chemical/Physical Service Packages and Analysis Parameters</b>							
<b>1B1 - Organics</b>							
1	Aldicarb	2	Aldrin + Dieldrin	3	Atrazine + N-dealkylated metabolites	4	Azinphos-methyl
5	Bendiocarb	6	Benzene	7	Benzo(a)pyrene	8	Bromoxynil
9	Carbaryl	10	Carbofuran	11	Carbon Tetrachloride	12	Chlorpyrifos
13	Cyanazine	14	Diazinon	15	Dicamba	16	1,2-Dichlorobenzene
17	1,4-Dichlorobenzene	18	1,2-dichloroethane	19	1,1-Dichloroethylene (vinylidene chloride)	20	Dichloromethane
21	2,4-Dichlorophenol	22	2,4-Dichlorophenoxy acetic acid (2,4-D)	23	Diclofop-methyl	24	Dimethoate
25	Dinoseb	26	Diquat	27	Diuron	28	Glyphosate
29	Malathion	30	Methoxychlor	31	2-Methyl-4-chlorophenoxyacetic acid (MCPA)	32	Metolachlor
33	Metribuzin	34	Monochlorobenzene	35	Paraquat	36	Parathion
37	Pentachlorophenol	38	Phorate	39	Picloram	40	Simazine
41	Terbufos	42	Tetrachloroethylene (perchloroethylene)	43	2,3,4,6-Tetrachlorophenol	44	Trichloroethylene
45	2,4,6-Trichlorophenol	46	Trifluralin	47	Vinyl Chloride	48	Xylenes - total
<b>1B2 - HAAs</b>							
1	Haloacetic Acids - Total (HAAs)						
<b>1B3 - Lead</b>							
1	Lead						
<b>1B4 - Metals Scan</b>							
1	Aluminum	2	Antimony	3	Arsenic	4	Barium



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5	Boron	6	Cadmium	7	Chromium	8	Copper
9	Iron	10	Manganese	11	Selenium	12	Sodium
13	Uranium	14	Zinc				
<b>1B5 Anions</b>							
1	Chloride	2	Flouride	3	Nitrate	4	Nitrite
5	Sulphate						
<b>1B6 - THMs</b>							
1	Trihalomethanes-total (THMs)						
<b>1B7 Chemistry</b>							
1	pH	2	Hardness (CaCO3)	3	Conductivity	4	Alkalinity
<b>1B8 - Turbidity</b>							
1	Turbidity						
<b>1B9 - TOC</b>							
1	Total Organic Carbon (TOC)						
<b>1B10 - TDC</b>							
1	Total Dissolved Solids (TDS)						
<b>1B11 - Ammonia</b>							
1	Ammonia						

<b>Requirement 2A)</b>							
<b>Wastewater Services</b>							
<b>Service 1C: Wastewater - Microbiological Service Packages and Analysis Parameters</b>							
<b>1C1 - TC</b>							
1	Total Coliform (TC)						
<b>1C2 - FC</b>							
1	Fecal Coliform (FC)						
<b>Service 1D: Wastewater - Chemical/Physical Service Packages and Analysis Parameters</b>							
<b>1D1 - cBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD</b>							
1	Carbonaceous Biological Oxygen Demand (cBOD5)	2	Total Suspended Solids (TSS)	3	Total Ammonia as Nitrogen (NH4)	4	Total Kjeldahl Nitrogen (TKN)
5	Total Phosphorous (TP)	6	Nitrate as N (NO2)	7	Nitrite as N (NO3)	8	Chemical Oxygen Demand (COD)
<b>1D2 - Metal Scan</b>							
1	Aluminium	2	Arsenic	3	Antimony	4	Barium
5	Beryllium	6	Boron	7	Cadmium	8	Chromium

9	Cobalt	10	Copper	11	Iron	12	Lead
13	Lithium	14	Manganese	15	Mercury	16	Molybdenum
17	Nickel	18	Silver	19	Strontium	20	Thallium
21	Tin	22	Titanium	23	Selenium	24	Uranium
25	Vanadium	26	Zinc				
<b>1D3 - Wastewater Volatile Organic Compounds (VOCs)</b>							
Halogenated :							
1	1,1,2,2-Tetrachloroethane	2	1,1,2-Trichloroethane	3	1,1-Dichloroethane	4	1,1-Dichloroethylene
5	1,2-Dichlorobenzene	6	1,2-dichloroethane (Ethylene Dichloride)	7	1,2-dichloropropane	8	1,3-Dichlorobenzene
9	1,4-Dichlorobenzene	10	Bromodichloromethane	11	Bromoform	12	Bromomethane
13	Carbon Tetrachloride	14	Chlorobenzene	15	Chloroform	16	Chloromethane
17	Cis-1,3-dichloropropene	18	Dibromochloromethane	19	Ethylene Dibromide	20	Methylene Chloride (Dichloromethane)
21	Tetrachloroethylene (Perchloroethylene)	22	Trans-1,2-Dichloroethylene	23	Trans-1,3-Dichloropropene	24	Trichloroethylene
25	Trichlorofluoromethane	26	Vinyl Chloride (Chloroethylene)				
Non-Halogenated :							
27	Benzene	28	Ethylbenzene	29	Styrene	30	Toluene
31	o-Xylene	32	m + p-Xylene				
<b>1D4 - pH&amp;Conductivity</b>							
1	pH	2	Conductivity				
<b>1D5 - Oil&amp;Grease</b>							
1	Oil and Grease (Total, Mineral, and Non Mineral)						
<b>1D6 - Semi-Volatile Organic Compounds &amp; Polyaromatic Hydrocarbons (sVOCs&amp;PAHs)</b>							
sVOCs							
1	1,2,4-Trichlorobenzene	2	1,2-Dichlorobenzene	3	1,3-Dichlorobenzene	4	1,4-Dichlorobenzene
5	2,4,5-Trichlorophenol	6	2,4,6-Trichlorophenol	7	2,4-Dichlorophenol	8	2,4-Dimethylphenol
9	2,4-Dinitrophenol	10	2,6-Dinitrotoluene	11	2-Chloronaphthalene	12	2-Chlorophenol
13	2-Methylnaphthalene	14	2-Methylphenol	15	2-Nitrophenol	16	4-Bromophenyl-phenyl ether
17	4-Chloro-3-methylphenol	18	4-Chloroaniline	19	4-Methylphenol	20	4-Nitrophenol
21	Carbazole	22	Dimethylphthalate	23	Hexachlorobenzene	24	Hexachlorobutadiene
25	Hexachlorocyclopentadiene	26	Hexachloroethane	27	Nitrobenzene	28	Pentachlorophenol
29	Phenol						
PAHs							
30	Acenaphthene	31	Acenaphthylene	32	Anthracene	33	Benzo(a)anthracene
34	Benzo(a)pyrene	35	Benzo(b)fluoranthene	36	Benzo(g,h,i)perylene	37	Benzo(k)fluoranthene
38	Chrysene	39	Dibenz(a,h)anthracene	40	Fluoranthene	41	Fluorene
42	Indeno(1,2,3-cd)pyrene	43	Methylnaphthalene	44	Naphthalene	45	Phenanthrene
46	Pyrene						
<b>1D7 - Total Petroleum Hydrocarbons</b>							

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1	Total Petroleum Hydrocarbons (Gas and Diesel Fractions)						
<b>1D8 - Orthophosphates and Sulphates</b>							
1	Orthophosphates and Sulphates						
<b>Requirement 2B)</b>  <b>Desirable Wastewater Services</b> <b>Service 1D: Wastewater - Chemical/Physical</b> <b>Desirable Service Packages and Analysis Parameters</b>							
<b>1D9 - Alkylphenol Ethoxylates (Detergent)</b>							
1	Alkylphenol Ethoxylates (Detergent)						
<b>1D10 - Desirable sVOCs</b>							
1	2-Nitroaniline	2	3,3'-Dichlorobenzidine	3	3-Nitroaniline	4	Bis(2-chloroethoxy) methane
5	Bis(2-chloroethyl)ether	6	Bis(2-chloroisopropyl)ether	7	Bis(2-ethylhexyl)phthalate	8	Butylbenzylphthalate
9	Di-n-butylphthalate	10	Di-n-octyl phthalate	11	Isophorone	12	n-Nitroso-di-n-propyl amine

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\* Numbers provided are estimates only and should not be construed as a firm commitment on the part of Canada. Actual sample volumes may be lower or higher than these estimates. An Institution that has no Estimated Annual Utilization for a Drinking Water Service Package may require that Service during the period of the contract.

\*\* See Appendix II, Service Packages and Analysis Parameters for detailed list.

\*\*\* Institutions with no Wastewater Utilization data will not require Wastewater Services 1C or 1D.

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Prairie Region			Estimated Annual Utilization* per Service Package**																									
			Drinking Water										Wastewater***															
			Service 1A		Service 1B								Service 1C		Service 1D													
			1A1	1A2	1B	1B	1B	1B	1B	1B	1B	1B	1B	1B	1C	1C	1D	1D	1D	1D	1D	1D	1D	1D	1D	1D		
					1	2				5	6	7	8	9	10	11												
Institution	Water Supply/ Wastewater Treatment	FC & TC	HP	Organics	HAA5	Lead	Metals Scan	Anion	THMs	Chemistry	Turbidity	TOC	TDS	Ammonia	TC	FC	EBOD5, TSS, NH4, TKN, TP, NO2, NO3,COD											
												</																

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## ANNEX B (revised) BASIS OF PAYMENT

The Contractor will be paid in accordance with this Basis of Payment, GST/HST extra. All costs associated with all Deliverables as appropriate, are included in the unit price.

### (1) DRINKING WATER SERVICES

#### SERVICE 1A: DRINKING WATER - MICROBIOLOGICAL

**Table 1 – Base Price**

Service Package	<b>Firm All-Inclusive Unit Price per Service Package</b> (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1A1 - EC&TC	\$	\$	\$	\$	\$
1A2 - HPC	\$	\$	\$	\$	\$

**Table 2 - Surcharge**

Service Package	<b>Surcharge for Rush Analysis</b> <b>Firm All-Inclusive Unit Price per Service Package*</b> (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1A1 - EC&TC	\$	\$	\$	\$	\$
1A2 - HPC	\$	\$	\$	\$	\$

\* This is a fixed price charged in addition to the Base Price from Table 1.

**SERVICE 1B: DRINKING WATER - CHEMICAL/PHYSICAL**

Service Package	<b>Firm All-Inclusive Unit Price per Service Package</b> (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1B1 - Organics	\$	\$	\$	\$	\$
1B2 - HAAs	\$	\$	\$	\$	\$
1B3 - Lead	\$	\$	\$	\$	\$
1B4 - Metals Scan	\$	\$	\$	\$	\$
1B5 - Anions	\$	\$	\$	\$	\$
1B6 - THMs	\$	\$	\$	\$	\$
1B7 - Chemistry	\$	\$	\$	\$	\$
1B8 - Turbidity	\$	\$	\$	\$	\$
1B9 - TOC	\$	\$	\$	\$	\$
1B10 - TDS	\$	\$	\$	\$	\$
1B11 - Ammonia	\$	\$	\$	\$	\$

**(2A) WASTEWATER SERVICES****SERVICE 1C: WASTEWATER MICROBIOLOGICAL**

Service Package	<b>Firm All-Inclusive Unit Price per Service Package</b> (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1C1- TC	\$	\$	\$	\$	\$
1C2 - FC	\$	\$	\$	\$	\$

**SERVICE 1D: WASTEWATER CHEMICAL/PHYSICAL**

Service Package	<b>Firm All-Inclusive Unit Price per Service Package</b> (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1D1 - cBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	\$	\$	\$	\$	\$
1D2 - Metal Scan	\$	\$	\$	\$	\$
1D3 - VOCs	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	\$	\$	\$	\$	\$
1D5 - Oil&Grease	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	\$	\$	\$	\$	\$
1D8 - Orthophosphates and Sulphates	\$	\$	\$	\$	\$

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**(2B) DESIRABLE WASTEWATER SERVICES****SERVICE 1D: WASTEWATER CHEMICAL/PHYSICAL**

Desirable Service Package	<b>Firm All-Inclusive Unit Price per Service Package</b> (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
1D9- Alkylphenol Ethoxylates (Detergent)	\$	\$	\$	\$	\$
1D10- Desirable sVOCs	\$	\$	\$	\$	\$

## **ATTACHMENT 1 (revised)**

### **MANDATORY TECHNICAL CRITERIA**

At bid closing time, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

- M1.** The Bidder must identify the location that the Bidder assigns as the main location to act as the Service Centre within the Region for the purposes of receiving Task Authorizations, receiving samples, answering inquiries related to the Work, and invoicing. The Service Centre must be located within the same Region as that for which this technical bid is submitted.
  
- M2.** The Bidder must provide a description of the work history (including job title, company, work period, and duties performed) of the Client Representative at the Service Centre that is assigned to CSC samples. The Client Representative must have five (5) years experience within the last ten (10) years, from the time of bid closing, working in the laboratory testing field in the role of interfacing between the lab and the client, acting as the prime contact to resolve problems and provide clarifications to client enquiries.
  
- M3.** The Bidder must demonstrate the laboratory(ies) performing the work, including any proposed subcontractor(s), have valid accreditation as a Testing Laboratory from an acceptable accreditation body. The Bidder must demonstrate this by providing a copy of the certificate of accreditation, license, or letter from the applicable body.

Acceptable accreditation bodies are: the Canadian Association for Laboratory Accreditation (CALA), the Standard Council of Canada (SCC), or the Programme d'accréditation des laboratoires d'analyse (PALA) from the Province of Québec. For Laboratories located in the Province of Quebec, licensing or approval as a Testing Laboratory from the Provincial body is also acceptable.

- M4.** The Bidder must identify the Laboratory and the Methods of Analysis (identifying name and number) which the Bidder, or its' proposed subcontractor if applicable, will use to perform the analytical testing for each and every Analysis Parameter listed in Appendix II to Annex A, Service Packages and Analysis Parameters, for the Services bid (Requirement 1, Drinking Water Services or Requirement 2A, Wastewater Services). If the Bidder is submitting a bid for Requirement 2B, Desirable Wastewater Services, they must include it in their bid for Requirement 2A, Wastewater Services, and provide for all the Wastewater Services Packages from both Requirement 2A and 2B. If the bid is for Drinking Water Services, the Bidder must also indicate the Practical Quantitation Limit of the identified Methods for the Analysis Parameters listed under Service 1B, Drinking Water Chemical/Physical.

The Methods of Analysis submitted for the Analysis Parameters:

- a) must be that prescribed in the most recent version of the Standard Methods for the Examination of Water & Wastewater, approved EPA methodology, or approved Provincial analytical methodology for the province(s) of the Region;
  
- b) for Service 1B, Drinking Water Chemical/Physical, must have a Practical Quantitation Limit below the parameter guideline listed in the most recent version of the Guidelines for Canadian Drinking Water Quality;

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- c) must be under the Scope of Accreditation of the laboratory(ies) that would be performing the Work, as accredited by an acceptable accreditation body listed in M3. For laboratories located in the Province of Quebec, license or approval of the methods from the Provincial body is also acceptable. As described in Part 5, Certifications, 2.7, Method of Analysis Certification, Canada will request the accreditation documentation to verify the Bidder's compliance before award of a contract.

## ATTACHMENT 2 (revised) FINANCIAL BID PRESENTATION SHEETS

A Financial Bid Presentation Sheet is provided for each Region-Services combination:

Atlantic Region - Drinking Water Services 1A and 1B  
 Atlantic Region - Wastewater Services 1C and 1D  
 Quebec Region - Drinking Water Services 1A and 1B  
 Quebec Region - Wastewater Services 1C and 1D  
 Ontario Region - Drinking Water Services 1A and 1B  
 Ontario Region - Wastewater Services 1C and 1D  
 Prairie Region - Drinking Water Services 1A and 1B  
 Prairie Region - Wastewater Services 1C and 1D  
 Pacific Region - Drinking Water Services 1A and 1B  
 Pacific Region - Wastewater Services 1C and 1D

The Bidder should complete the Financial Presentation Sheet(s) applicable to the Region-Services combination(s) for which it has submitted a technical bid(s) and include it in its financial bid(s) once completed. As a minimum, the Bidder must respond to this Financial Presentation Sheet by including in its financial bid(s) for each of the periods specified below its quoted firm all inclusive unit price per Service Package (in Cdn \$) for all the Service Packages included in the Region- Services for which they are submitting a bid(s). The unit price is inclusive of labour, equipment, materials and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs.

For evaluation purposes only, the price of the bid will be determined as follows:

- (a) Each Region -Services combination is considered one bid.
- (b) Each financial bid will be evaluated separately on its own merit and the price of each bid submitted will be calculated as follows:
  - 1) Subtotal per Service Package = multiplying the estimated annual utilization indicated in the Financial Presentation Sheet by the sum of the unit price per Service Package for each year of the Initial Contract Period and each Option Period;
  - 2) Total Evaluated Bid Price = the sum of the Subtotals per Service Package for all Service Packages.

The financial bid for Desirable Wastewater Service Packages will not be included in the total evaluated bid price for Wastewater Services. Example provided below.

Estimated Annual Utilization: The estimated annual utilization per Service Package and Region are as per Appendix III to Annex A. For evaluation purposes, each institution with no estimated annual utilization in Appendix III for a Drinking Water Service Package has been counted as having one (1) towards the total estimated annual utilization reflected in column (a) of the Financial Bid Presentation Sheet for that Service Package for the Region.

Surcharge: The Surcharge for Service Packages 1A1 and 1A2 is a firm all-inclusive price per Service Package for Rush Analysis charged in addition to the Base Price. For evaluation purposes only, the annual utilization is estimated at 10% of the estimated annual utilization for the Service Package.

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Example Evaluated Bid Price Calculation: Total Evaluated Bid Price is \$4,138.50.

### ATLANTIC REGION - WASTEWATER SERVICES 1C and 1D

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	36	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$558.00
1C2 - FC	36	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$558.00
1D1 - CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	72	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$1,116.00
1D2 - Metal Scan	3	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$46.50
1D3 - VOCs	3	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$46.50
1D4 - pH&Conductivity	72	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$1,116.00
1D5 - Oil&Grease	36	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$558.00
1D6 - SVOCs&PAHs	3	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$46.50
1D7 - Total Petroleum Hydrocarbons	3	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$46.50
1D8 - Orthophosphates and Sulphates	3	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20	\$46.50
Total Evaluated Bid Price (Sum of Subtotal for all WasteWater Service Packages)							\$4,138.50

Desirable Service Package	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Initial Contract Period			Option Year 1	Option Year 2
	Year 1	Year 2	Year 3		
1D9 - Alkylphenol Ethoxylates (Detergent)	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20
1D10 - Desirable sVOCs	\$3.00	\$3.05	\$3.10	\$3.15	\$3.20



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**ATLANTIC REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	520	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	152	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	52	\$	\$	\$	\$	\$	\$
1A2 - HPC (Surcharge)	15	\$	\$	\$	\$	\$	\$
1B1 - Organics	6	\$	\$	\$	\$	\$	\$
1B2 - HAAs	10	\$	\$	\$	\$	\$	\$
1B3 - Lead	44	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	6	\$	\$	\$	\$	\$	\$
1B5 - Anions	6	\$	\$	\$	\$	\$	\$
1B6 - THMs	32	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	11	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	9	\$	\$	\$	\$	\$	\$
1B9 - TOC	4	\$	\$	\$	\$	\$	\$
1B10 - TDS	5	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	4	\$	\$	\$	\$	\$	\$
Total Evaluated Bid Price (Sum of Subtotal for all Drinking Water Service Packages)							\$

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**ATLANTIC REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	36	\$	\$	\$	\$	\$	\$
1C2 - FC	36	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	72	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	3	\$	\$	\$	\$	\$	\$
1D3 - VOCs	3	\$	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	72	\$	\$	\$	\$	\$	\$
1D5 - Oil&Grease	36	\$	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	3	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	3	\$	\$	\$	\$	\$	\$
1D8 - Orthophosphates and Sulphates	3	\$	\$	\$	\$	\$	\$
Total Evaluated Bid Price (Sum of Subtotal for all WasteWater Service Packages)							\$

Desirable Service Package	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Initial Contract Period			Option Year 1	Option Year 2
	Year 1	Year 2	Year 3		
1D9 - Alkylphenol Ethoxylates (Detergent)	\$	\$	\$	\$	\$
1D10 - Desirable sVOCs	\$	\$	\$	\$	\$

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**QUEBEC REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	1196	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	364	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	120	\$	\$	\$	\$	\$	\$
1A2 - HPC (Surcharge)	36	\$	\$	\$	\$	\$	\$
1B1 - Organics	10	\$	\$	\$	\$	\$	\$
1B2 - HAAs	14	\$	\$	\$	\$	\$	\$
1B3 - Lead	124	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	10	\$	\$	\$	\$	\$	\$
1B5 - Anions	10	\$	\$	\$	\$	\$	\$
1B6 - THMs	104	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	31	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	108	\$	\$	\$	\$	\$	\$
1B9 - TOC	12	\$	\$	\$	\$	\$	\$
1B10 - TDS	8	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	12	\$	\$	\$	\$	\$	\$
Total Evaluated Bid Price (Sum of Subtotal for all Drinking Water Service Packages)							\$

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**QUEBEC REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	24	\$	\$	\$	\$	\$	\$
1C2 - FC	24	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	48	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	2	\$	\$	\$	\$	\$	\$
1D3 - VOCs	2	\$	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	48	\$	\$	\$	\$	\$	\$
1D5 - Oil&Grease	24	\$	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	2	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	2	\$	\$	\$	\$	\$	\$
1D8 - Orthophosphates and Sulphates	2	\$	\$	\$	\$	\$	\$
Total Evaluated Bid Price (Sum of Subtotal for WasteWater Service Packages)							\$

Desirable Service Package	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Initial Contract Period			Option Year 1	Option Year 2
	Year 1	Year 2	Year 3		
1D9 - Alkylphenol Ethoxylates (Detergent)	\$	\$	\$	\$	\$
1D10 - Desirable sVOCs	\$	\$	\$	\$	\$

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**ONTARIO REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	1560	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	404	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	156	\$	\$	\$	\$	\$	\$
1A2 - HPC (Surcharge)	40	\$	\$	\$	\$	\$	\$
1B1 - Organics	8	\$	\$	\$	\$	\$	\$
1B2 - HAAs	10	\$	\$	\$	\$	\$	\$
1B3 - Lead	432	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	10	\$	\$	\$	\$	\$	\$
1B5 - Anions	8	\$	\$	\$	\$	\$	\$
1B6 - THMs	100	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	87	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	18	\$	\$	\$	\$	\$	\$
1B9 - TOC	18	\$	\$	\$	\$	\$	\$
1B10 - TDS	7	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	23	\$	\$	\$	\$	\$	\$
Total Evaluated Bid Price (Sum of Subtotal for all Drinking Water Service Packages)							\$

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**ONTARIO REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	24	\$	\$	\$	\$	\$	\$
1C2 - FC	24	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	48	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	2	\$	\$	\$	\$	\$	\$
1D3 - VOCs	2	\$	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	48	\$	\$	\$	\$	\$	\$
1D5 - Oil&Grease	24	\$	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	2	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	2	\$	\$	\$	\$	\$	\$
1D8 - Orthophosphates and Sulphates	2	\$	\$	\$	\$	\$	\$
Total Evaluated Bid Price (Sum of Subtotal for all WasteWater Service Packages)							\$

Desirable Service Package	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Initial Contract Period			Option Year 1	Option Year 2
	Year 1	Year 2	Year 3		
1D9 - Alkylphenol Ethoxylates (Detergent)	\$	\$	\$	\$	\$
1D10 - Desirable sVOCs	\$	\$	\$	\$	\$

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**PRAIRIE REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	1404	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	400	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	140	\$	\$	\$	\$	\$	\$
1A2 - HPC (Surcharge)	40	\$	\$	\$	\$	\$	\$
1B1 - Organics	16	\$	\$	\$	\$	\$	\$
1B2 - HAAs	21	\$	\$	\$	\$	\$	\$
1B3 - Lead	120	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	15	\$	\$	\$	\$	\$	\$
1B5 - Anions	15	\$	\$	\$	\$	\$	\$
1B6 - THMs	100	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	30	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	12	\$	\$	\$	\$	\$	\$
1B9 - TOC	12	\$	\$	\$	\$	\$	\$
1B10 - TDS	12	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	12	\$	\$	\$	\$	\$	\$
Total Evaluated Bid Price (Sum of Subtotal for all Drinking Water Service Packages)							\$

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CCC No./N° CCC - FMS No./N° VME

**PRAIRIE REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	6	\$	\$	\$	\$	\$	\$
1C2 - FC	6	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	30	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	2	\$	\$	\$	\$	\$	\$
1D3 - VOCs	2	\$	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	30	\$	\$	\$	\$	\$	\$
1D5 - Oil&Grease	24	\$	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	2	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	2	\$	\$	\$	\$	\$	\$
1D8 - Orthophosphates and Sulphates	2	\$	\$	\$	\$	\$	\$
Total Evaluated Bid Price (Sum of Subtotal for all WasteWater Service Packages)							\$

Desirable Service Package	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Initial Contract Period			Option Year 1	Option Year 2
	Year 1	Year 2	Year 3		
1D9 - Alkylphenol Ethoxylates (Detergent)	\$	\$	\$	\$	\$
1D10 - Desirable sVOCs	\$	\$	\$	\$	\$



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**PACIFIC REGION - DRINKING WATER SERVICES 1A and 1B**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1A1 - EC&TC (Base Price)	884	\$	\$	\$	\$	\$	\$
1A2 - HPC (Base Price)	276	\$	\$	\$	\$	\$	\$
1A1 - EC&TC (Surcharge)	88	\$	\$	\$	\$	\$	\$
1A2 - HPC (Surcharge)	28	\$	\$	\$	\$	\$	\$
1B1 - Organics	10	\$	\$	\$	\$	\$	\$
1B2 - HAAs	11	\$	\$	\$	\$	\$	\$
1B3 - Lead	68	\$	\$	\$	\$	\$	\$
1B4 - Metals Scan	7	\$	\$	\$	\$	\$	\$
1B5 - Anions	7	\$	\$	\$	\$	\$	\$
1B6 - THMs	52	\$	\$	\$	\$	\$	\$
1B7 - Chemistry	17	\$	\$	\$	\$	\$	\$
1B8 - Turbidity	5	\$	\$	\$	\$	\$	\$
1B9 - TOC	5	\$	\$	\$	\$	\$	\$
1B10 - TDS	5	\$	\$	\$	\$	\$	\$
1B11 - Ammonia	5	\$	\$	\$	\$	\$	\$
Total Evaluated Bid Price (Sum of Subtotal for all Drinking Water Service Packages)							\$

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**PACIFIC REGION - WASTEWATER SERVICES 1C and 1D**

Service Package	Estimated Annual Utilization (a)	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)					Subtotal per Service Package (g) = (a) x (b+c+d+e+f)
		Initial Contract Period			Option Year 1 (e)	Option Year 2 (f)	
		Year 1 (b)	Year 2 (c)	Year 3 (d)			
1C1 - TC	24	\$	\$	\$	\$	\$	\$
1C2 - FC	24	\$	\$	\$	\$	\$	\$
1D1 - CBOD5, TSS, NH4, TKN, TP, NO2, NO3, COD	48	\$	\$	\$	\$	\$	\$
1D2 - Metal Scan	2	\$	\$	\$	\$	\$	\$
1D3 - VOCs	2	\$	\$	\$	\$	\$	\$
1D4 - pH&Conductivity	48	\$	\$	\$	\$	\$	\$
1D5 - Oil&Grease	24	\$	\$	\$	\$	\$	\$
1D6 - SVOCs&PAHs	2	\$	\$	\$	\$	\$	\$
1D7 - Total Petroleum Hydrocarbons	2	\$	\$	\$	\$	\$	\$
1D8 - Orthophosphates and Sulphates	2	\$	\$	\$	\$	\$	\$
Total Evaluated Bid Price (Sum of Subtotal for all WasteWater Service Packages)							\$

Desirable Service Package	Firm All-Inclusive Unit Price per Service Package (inclusive of labour, equipment, material and supplies, overhead, reporting, delivery and pick-up costs, and all other related costs; GST/HST extra)				
	Initial Contract Period			Option Year 1	Option Year 2
	Year 1	Year 2	Year 3		
1D9 - Alkylphenol Ethoxylates (Detergent)	\$	\$	\$	\$	\$
1D10 - Desirable sVOCs	\$	\$	\$	\$	\$